



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 1130.8J CH-1
N35
20 Sep 2011

COMNAVCRUITCOM INSTRUCTION 1130.8J CHANGE TRANSMITTAL 1

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING MANUAL - ENLISTED

Encl: (1) Summary of Significant Changes
(2) Navy Recruiting Manual-Enlisted revised pages

1. Purpose. To implement revisions to COMNAVCRUITCOMINST 1130.8J, effective 1 October 2011.
2. Discussion. This change implements revised Active and Reserve Component enlistment/affiliation recruiting policy and procedures. Enclosure (1) provides a summary of significant changes.
3. Action. Remove revised pages from hard copy manuals and replace with enclosure (2). The Navy Recruiting Manual-Enlisted, with change pages incorporated, is available on the command's website and the link is provided in the distribution information below.
4. Questions regarding this change transmittal may be directed to COMNAVCRUITCOM N35, Policy and Programs Division, at 901-874-9465.

/s/
W. C. MARVEL
Chief of Staff

Distribution:
Electronic only via
<http://www.cnrc.navy.mil/Publications/directives.htm>

Summary of Significant Changes

Changes have been made throughout this manual (all 5 volumes) regarding the NRD Realignment initiative to reflect the most recent guidance. Recruiters in Charge (RinCs) of Recruiting Stations will now be called Leading Petty Officers (LPO) or Leading Chief Petty Officers (LCPO) vice Work Center Supervisors (WCS). Zone Supervisors will now be called Divisional Leading Chief Petty Officers vice Leading Chief Petty Officers.

VOLUME II - ELIGIBILITY REQUIREMENTS

CHAPTER 1, SECTION 1 - BASIC GUIDELINES

010104. MANDATORY REJECTIONS/WAIVERS NOT AUTHORIZED

1. This section has been revised to incorporate COMNAVCRUITCOMINST 1130.8 Interim Change Notice 3-11 which is already in effect. (Page 1-1-4)

CHAPTER 2, SECTION 1 - AGE REQUIREMENT

020101. Criteria

1. This section has been revised due to issues with 17 year old recruits becoming available in the order writing system. 17 year old Future Sailors may not ship prior to their 18th birthday, unless their 18th birthday will occur no later than 60 days, vice 90, from date of shipping. This policy change applies to Future Sailors in DEP as well as all new contracts written on or after the effective date of this change. (Page 2-1-1)

CHAPTER 2, SECTION 2 - CITIZENSHIP REQUIREMENT

020207. Dual Citizenship

1. This section has been revised to clarify policy regarding applicants determined to be dual citizens. It is not necessary for the applicant to claim dual citizenship. This determination will be made by recruiting personnel based on information disclosed by the applicant. (Page 2-2-8)

CHAPTER 2, SECTION 8 - CONDUCT REQUIREMENT

020803. MANDATORY DETERMINATIONS MATRIX

1. Legal determinations for a major misconduct (felony offenses), including those reduced to a lesser charge, must be endorsed by the NRD CO prior to submission to 00J. (Page 2-8-16)

Summary of Significant Changes

VOLUME III - FORMS AND DOCUMENTS

CHAPTER 1, SECTION 1 - INTRODUCTION

010107. FORMS AND DOCUMENTS REQUIRED FOR ENLISTMENT

1. This section has been updated to emphasize the importance of data entry and Quality Control. With the implementation of PRIDE MOD, data for every new accession is sent to other Navy Corporate IT Systems. This data is used to create the Enlisted Master File and start pay and other personnel transactions. It is critical that all data entered into either WEBRTOOLS or PRIDE MOD is accurate from the very beginning. Incorrect birth dates, SSN, misspelled names, etc. can result in new Recruits not being able to have an ID Card issued, pay not being started, and may cause delays in processing Personnel Security Investigations (PSI). Extensive rework is required in order to correct mistakes. (Page 1-1-2)

VOLUME IV - PROGRAMS AND CLASSIFICATION

CHAPTER 1, SECTION 5 - PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

1. The Director, Military Plans and Policy Division (N13) has implemented new minimum standards for the PACT Program, Airman, Fireman, and Seaman. Future Sailors under contract for AN, FN, or SN PACT prior to effective date will be grandfathered. Refer to exhibit 010501. (Pages 1-5-1 through 1-5-3)

CHAPTER 1, SECTION 6 - SCHOOL GUARANTEE PROGRAM

EXHIBIT 010601. SCHOOL GUARANTEE MATRIX

1. The Director, Navy Selection Classification Program (CNO N132G) has directed a change to the ASVAB composite score required for the MC rating. Future Sailors previously under contract for the MC rating will be grandfathered. (Page 1-6-11)

2. The YNS rating has been updated to reflect the requirement for applicants to be screened with a Personnel Security Screening Questionnaire (PSSQ) in order to determine eligibility for Security Clearance and a Special Scope Background Investigation (SSBI). (Pages 1-6-14 and 4-3-1)

Summary of Significant Changes

CHAPTER 4, SECTION 1 - NAVY SUPPLEMENTARY TEST ADMINISTRATION

1. Operations Notice #14 has been incorporated into this section. (Pages 4-1-1 through 4-1-20)

CHAPTER 4, SECTION 4 - PRIOR SERVICE REQUIREMENTS

040403. WAIVERS AND ENLISTMENT ELIGIBILITY DETERMINATIONS

040404. ADDITIONAL PRIOR SERVICE ELIGIBILITY REQUIREMENTS.

1. This section has been revised to incorporate COMNAVCRUITCOMINST 1130.8 Interim Change Notice 3-11 which is already in effect. (Pages 4-4-2 through 4-4-7)